

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 23 July 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 17 - 23 July 1956

1. Numbers in Clerical Induction Training. During the week of 17 July there were 201 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 30 people for the week of 16 July.

3. Results from Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the Entrance-on-Duty employees for the week of 16 July are:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	13	0
Typing	25	13

4. Arrangements for Clerical Orientation Classes. Due to the large classes which cannot be accommodated in Room 2305 Alcott Hall, arrangements have been made to use the Auditorium in [] for the Clerical Orientation classes for this week and Room 155, [] for succeeding weeks. The program must be scheduled to provide for telephone laboratory training and correspondence training in Alcott Hall where the telephone equipment and typewriters are available. For this reason the total of 50 trainees are divided into groups and taken to Alcott for this specialized training at alternate times. All lectures are given in []

25X1

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OTR/CT:MAH:jdm (23 July 1956)

25 YEAR RE-REVIEW

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